

# HOLTEN RICHMOND MIDDLE SCHOOL

## Student Handbook 2021-2022

55 Conant Street  
Danvers, MA 01923  
(978) 774-8590

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**I. DANVERS PUBLIC SCHOOLS MISSION STATEMENT**

The Danvers Public Schools are a dynamic community of independent learners dedicated to respect, responsibility, creativity and the pursuit of academic and personal excellence.

**II. HOLTEN RICHMOND MIDDLE SCHOOL VISION STATEMENT**

The Holten Richmond Middle School is a community of adults and adolescents committed to learning. Our school is built on four core values: *Caring, Respect, Academic Excellence and Collaboration*. Small teams of teachers and students nurture respectful relationships and foster intellectual, emotional, ethical, social and physical development.

Our school challenges all students to use their minds well and realize their highest potential through a curriculum that emphasizes creativity, communication, problem solving and collaboration. The school community provides role models to inspire the pursuit of high standards and lifelong learning.

All members of the Holten Richmond School community share in the responsibility of creating a learning environment where students can attain knowledge and skills to prepare for meaningful work and positive relationships. The Holten Richmond School community seeks to emphasize social emotional learning through the development of the give core competencies:

1. Self-Awareness
2. Social Awareness
3. Responsible Decision Making
4. Self Management
5. Relationship Skills

**A. HOLTEN RICHMOND MIDDLE SCHOOL - OVERVIEW**

Our middle school encompasses grades six through eight and focuses on the learning needs of early adolescents. Emphasis is placed on academic success and acquisition of basic skills. Throughout the middle school years, students are supported in the development of their life-long learning and coping skills.

The middle school program in Danvers utilizes the interdisciplinary team approach at each grade level. The staff is listed in teams at grade levels in this handbook so that you know how the instruction is organized. Three, four or five teachers instruct all the students in all the major curricular areas each day. The team of teachers serves the same group of students and therefore learns more about them in order to share and teach more effectively.

Students on a specific team work exclusively with those teachers for all of the major subject areas. They also pursue exploratory courses such as art, computers, health, public speaking/drama, music, physical education, technology education and world languages with students from other teams. A middle school provides less structure than an elementary school, but more than a high school, for students at that “in-between age”. The purpose behind this team structure is to promote communication, coordination and cooperation among subject area specialists. Teachers work together to evenly incorporate all subjects for students.

### III. **ADMINISTRATIVE ORGANIZATION**

#### A. **CENTRAL OFFICE**

_____ Lisa Dana	Superintendent	dana@danvers.org
_____ Keith Taverna	Asst. Superintendent-Finance & Personnel	taverna@danvers.org
_____ Mary Wermers	Asst. Superintendent-Teaching & Learning	wermers@danvers.org

#### B. **DIRECTORS**

_____ Amy Gerade	High School Curriculum	gerade@danvers.org
_____ Ellyn Feerick	Middle School Curriculum	feerick@danvers.org
_____ Julie Posternack	Elementary Curriculum	posternack@danvers.org
_____ Jeff Liberman	Technology	liberman@danvers.org
_____ Mary Tatem	Student Services	tatem@danvers.org
_____ Andrew St. Pierre	Athletics	falcons@danvers.org
_____ Thomas Powers	Food Services	thomaspowers@danvers.org

#### D. **CENTRAL OFFICE STAFF**

_____ Diane Thibault	Office Manager	thibault@danvers.org
_____ Janet Ingraham	Business Office Assistant/HR	ingraham@danvers.org
_____ Pamela Ames	Transportation/Operations Manager	pamelaames@danvers.org
_____ Maria DiChiara	Title I/Homeless Liaison/Foster Care POC	marriadichiar@danvers.org
_____ Pamela Crum	Accounting Assistant	pamelacrum@danvers.org

#### C. **HOLTEN RICHMOND MIDDLE SCHOOL ORGANIZATION**

_____ Brendan Norton	Principal	norton@danvers.org
_____ Patrick Hamilton	Assistant Principal	hamilton@danvers.org
_____ Danielle LaRocque	Assistant Principal	larocque@danvers.org
_____ Kathleen Spinale	Administrative Assistant to the Principal	kathleenspinale@danvers.org
_____ Kaitlyn Mscicz	Administrative Assistant to the Assistant Principals	kaitlynmscicz@danvers.org
_____ Annamaria Piatelli	Guidance Administrative Assistant	annamariapiatelli@danvers.org
_____ Jillian McCarthy	Office Administrative Assistant	jillianmccarthy@danvers.org
_____ Meghan Paul, R.N.	School Nurse	meghanpaul@danvers.org
_____ TBA	School Nurse	susanrich@danvers.org
_____ Cheryl Wermer	Social Worker	cherylwermer@danvers.org
_____ Bridget Zappala	Social Worker	bridgetmacke@danvers.org
_____ Lindsay dos Santos	Guidance Counselor, 7th grade	lindsaydosantos@danvers.org
_____ Christine Purcell	Guidance Counselor, 8th grade	christinepurcell@danvers.org
_____ Jill Weeks	Guidance Counselor, 6th grade	jillweeks@danvers.org
_____ Amanda Diefenbacher	School Psychologist	amandadiefenbacher@danvers.org
_____ Jason Skane	School Resource Officer	jskane@danversma.gov

## IV. STANDARD OPERATING PROCEDURES

### A. ATTENDANCE

State law requires that students attend school. Danvers Public Schools expect its students to attend school all day, every day, except in instances of illness, death in the family, court appearances, religious holidays and/or family emergencies. There is no replacement for the instruction and interaction that takes place in the classroom. The Department of Elementary and Secondary Education uses student attendance data as part of the accountability system for schools and districts. Students whose absence rates rise about 10% brings down our school and district accountability ratings. Documentation for excessive absences is required. **Excessive absences may lead to Juvenile Court intervention through the CRA process (Child Requiring Assistance)**

#### 1. Absences / Illnesses

Please notify the school office at 978-774-8590 if your child will be absent. We will call home to check on a student's absence if we do not hear from you. After an absence, a signed note of explanation from the parent/guardian is required stating the date and reason for the absence. A physician's certificate is required if the absence has been five or more consecutive days.

Parents or guardians are asked to inform the school office whenever the student stays with another designated person for a period of time in the event of an emergency at school.

**STUDENTS WHO ARE ABSENT OR SUSPENDED FROM SCHOOL MAY NOT ATTEND OR PARTICIPATE IN SCHOOL EVENTS ON THE SAME DAY UNLESS PERMISSION HAS BEEN GRANTED BY THE SCHOOL PRINCIPAL OR DESIGNEE PRIOR TO THE ABSENCE.**

#### 2. Absences / Family Vacations

**THE DANVERS PUBLIC SCHOOLS DO NOT CONDONE OR ENCOURAGE FAMILY VACATIONS DURING SCHOOL TIME SINCE THERE ARE SPECIFIC VACATION PERIODS DESIGNATED A YEAR IN ADVANCE.** In the event that it becomes necessary from the parent's point of view to remove a student from school for an extended number of days, **the parent is required to contact the principal in writing at least three weeks prior to the potential absence.** A conference with the principal may be required.

Make-up work will be given **after** the student returns from an absence and **not before**. Absence from class has a negative impact on a student's learning and may place the student in academic jeopardy.

#### 3. Before and After School

Students are not to arrive at school before 7:00 a.m. each morning. Students in grade 6 & 7 should report to the gymnasium upon arrival. Students in grade 8 should report to cafeteria A or B upon arrival. Hats are to be removed upon entering the building. Students waiting for rides at regular dismissal time must wait in the rear of the building behind the cafeteria/gymnasium. **Students may not remain in the building after school unless they are reporting to a teacher and have a specific purpose such as make-up, extra help or a scheduled school activity.**

#### 4. ConnectEd

ConnectEd is a tool currently in use at Holten Richmond Middle School. ConnectEd allows an administrator to place phone calls and/or emails to parents of students to inform them of important events at the school. ConnectEd may also be used to notify parents in the event of an emergency. HRMS sends out weekly updates using the ConnectEd system.

#### 5. Excused From Physical Education

All students are required to take physical education, except where a physician has documented otherwise. Students must have a doctor's note for more than one excuse from physical education

class. The nurse will honor one parent-written excuse only. Students must be dressed appropriately for physical education class and wear supportive sneakers. Lockers are available for anyone wanting to change for physical education class. Students should not bring valuables into the locker rooms.

#### **6. Dismissals, Medical and Dental Appointments**

Parents are encouraged to make all dental and medical appointments for times that do not conflict with school hours. If an appointment necessitates a dismissal, the parent/guardian must send in a note including name, reason for the dismissal, time of dismissal and time of return. The student should give the note to the office before the homeroom. For security and safety reasons, parents must come into the office to sign their child out of school.

#### **7. Make-up Work**

Teachers require work to be made up after any student absence. It is the student's responsibility to request makeup work when he/she returns from an absence. If the student is to be out of school with a prolonged absence (more than 2 days), the parent should contact the office no later than 9:00 a.m. to arrange pickup of missed assignments. Assignments may be picked up between 2:10-2:50 p.m. in the office. If the student is out one or two days, the student should check his/her student's Google classroom, Google Drive account and/or homework calendar or contact a fellow classmate for specific assignments.

**Students are responsible for work missed during an absence and should make arrangements with teachers to make up work.** Students are permitted to have 3 days to make up work for the first day of absence and one day for each additional day thereafter. The same time frame will be allotted for students to arrange for make-up for missed assessments. Support tutoring is available to students who have been out for more than 10 school days, as documented by a doctor. If this absence is a voluntary absence/family vacation, make-up work will be given **after** the student returns from the absence and **not before**.

#### **8. PowerSchool Attendance Codes**

The following attendance codes will appear on students' report cards:

**TP = Tardy Present** (Student is tardy but arrives to school before 11:00AM)

**TA = Tardy Absent** (Student is tardy and arrives to school after 11:00AM)

**DP = Dismissed Present** (Student is dismissed from school after 11:00AM)

**DA = Dismissed Absent** (Student is dismissed from school before 11:00AM and does not return)

### **B. THE SCHOOL DAY**

- HOMEROOM BEGINS PROMPTLY AT 7:30 a.m. and ends at 1:55 p.m.
- Students will be marked tardy if they arrive at homeroom after 7:30 a.m.
- Students will be dismissed at 1:55pm. If a student is to remain in the building after dismissal they must be supervised by an adult or wait for transportation in the lobby (please note that the main office closes at 3pm).

The Holten Richmond Middle School has a seven-day rotating schedule. Each day will consist of six of the seven total classes students will have. Each period is 53 minutes in length. One period each day will be "dropped" thus, each academic class will meet six out of seven days. PLEASE SEE A SAMPLE SCHEDULE IN THE BACK OF THIS HANDBOOK.

### **D. AFTER-SCHOOL/EXTRA-CURRICULAR ACTIVITIES**

Holten Richmond Middle School offers a variety of clubs, academic intramural and interscholastic activities to our students. The Danvers Recreation Department also provides many after-school activities that can be accessed by calling their office at Town Hall. If your student is participating in the field hockey, cross-country or the spring track program, you must provide the athletic office with proof of a physical, the MIAA permission form and the activity fee. You may contact the Athletic Office at 978-774-7133 for more information.

### **Fee-Assessed Activities**

Students are assessed a fee for the following activities:

Middle School Cross Country	\$100.00
Middle School Spring Track	\$100.00
Middle School Field Hockey	\$100.00
Middle School Theater	\$50.00

If the activity fee creates a financial hardship, send a note to the principal explaining your hardship. All requests for waivers will be kept confidential.

### **Family Maximum**

A maximum fee per family is seven hundred forty dollars (\$740). The burden of control is on the family. Each family is responsible for notifying the business office at 978-774-4800 when the maximum has been realized.

### **Refunds**

Interscholastic	-	No refunds will be given under the following conditions: after making the team and attending one practice
Intramural	-	after participating in one game
Fine Arts Activity	-	after being selected for the production and attending one practice

### **Minimum Number of Participants**

The school administration may terminate an activity when there is an insufficient number of participants. In the event an activity is terminated, the activity fee will be refunded.

**Playing Time** Paying an activity fee does not guarantee any amount of playing time.

### **Extra-Curricular Activities**

Please refer to the HRMS website for more and current information regarding **extra-curricular** activities. Please refer to the program of studies for information regarding **curricular** offerings.

Eligibility for extracurricular activities is contingent upon the student maintaining passing grades in all subjects and good citizenship in the school community. Students will be notified via announcements about extracurricular offerings and information will be posted on the HRMS website.

### **E. AFTER-SCHOOL HELP**

Teachers at the middle school encourage students to take advantage of opportunities for extra help. Students in middle school must take the responsibility for asking their teachers for help. This is not to be considered punishment. Teachers are available daily for extra help from 2:00-2:45 PM after school.

### **F. CAFETERIA**

Students are expected to be courteous and respectful of the conditions in the cafeteria during lunch. Students are expected to keep their table reasonably clean while eating and to clean up their table when finished. Helping to keep the cafeteria clean is every student's responsibility.

### **POINT OF SALES/MEAL MAGIC**

The cafeteria operates a Point of Sales service. This service allows you to pre-pay for your child's lunch and to put money in an account through the cafeteria. Your child may submit a check to the office or to the cafeteria. Be sure to include your child's name, grade and PIN number on the check. Please visit the food services website at <http://www.schoolnutritionandfitness.com/index.php?sid=1210112058116103>

### **G. CELL PHONES & ANY ELECTRONIC DEVICES**



Cell phones/electronic devices are expected to be stored in student lockers during the instructional day. Cell phones/electronic devices may be confiscated from students if they are visible/heard or used during the school day. Students who are repeat offenders may be required to leave their phone in the office for the day. Parents may be required to pick up cell phones of repeat offenders.

Any misuse of cell phones and/or electronic devices such as texting, cheating, unauthorized taking of photographs, etc. may result in suspension and/or other consequences to be determined at the discretion of the administration and/or referral to the school resource officer.

**H. COMMUNICATION GUIDELINES**

**The following guidelines should be followed when issues needing clarification arise:**

1. Have your child talk with his/her teacher.
2. Send an email or place a telephone call to the teacher(s).
3. Contact your child's guidance counselor.
4. Contact an administrator.

**If an issue does not involve a teacher, please contact the most appropriate staff member.**

**M. FIELD TRIPS**

Field trips should be considered "school-off-school-grounds." Students will be required to pay for the cost of trips, including transportation. Permission slips are required for each trip. Holten Richmond Middle School students are representatives of the Danvers community when they are on field trips. We have high expectations concerning their behavior. All school rules apply. The school may, as a disciplinary measure, notify parents and students in advance if an individual is not permitted to attend a field trip due to inappropriate behavior. *If the cost of a field trip creates a financial hardship, send a note to the principal explaining your hardship. All requests for waivers will be kept confidential.*

**N. GRADING**

Holten Richmond Middle School teachers and administration believe that the purpose of grading is to communicate the achievement status of students to their parents and others and to provide information for student self-evaluation.

All subjects at the middle school utilize letter grades. Some special education subjects have grades of pass/fail. Each teacher will disseminate his/her homework and grading policy at the beginning of the school year. Teachers' grading policies are also available on the *PowerSchool* website.

Our goals at the middle school are to teach students to assume responsibility for class participation, maintaining a positive attitude and completing all homework, as well as class work. Students who participate in cooperative activities may be graded individually, as well as for their group effort.

**PLEASE REFER TO THE COMMUNICATION PROTOCOL SECTION ON PAGE 9 TO ADDRESS QUESTIONS ABOUT YOUR CHILD'S GRADES.**

**O. GRADE REPORTING**

The middle school report card will be computer-generated with both specific course and general comments. Grades may be accessed anytime via the PowerSchool Parent Portal. Grade equivalents are as follows:

A+ = 97 - 100	C+ = 77 - 79	F = <59
A = 94 - 96	C = 74 - 76	P = Passing
A- = 90 - 93	C- = 70 - 73	I = Incomplete
B+ = 87 - 89	D+ = 67 - 69	M = Medical
B = 84 - 86	D = 64 - 66	W = Withdrawn
B- = 80 - 83	D- = 60 - 63	

Report cards are sent home after each trimester.

**Parents are encouraged to access their child's grades through *PowerSchool*, our web-based grading program.**

**P. GUIDANCE**

The guidance counselor assigned to each incoming grade six class will remain with the class for their three middle school years. This arrangement allows counselors to become familiar with students and contributes to the delivery of more consistent services.

The counselors have an open-door policy. Students may walk in and ask for an appointment. A student may ask a teacher, parent or guardian to contact a counselor. Guidance counselors work closely with the teams of teachers at each grade level. The counselors will be involved in team meetings, discussions regarding students' needs and parent communication. Counselors work with students in classroom settings at each grade level to deliver a developmentally appropriate curriculum. Contact guidance counselors at **(978) 774-8590 ext. 3142** to arrange for appointments with the team.

Middle school counselors play a crucial role in the transition of elementary students to middle school and middle school students to high school. During the second half of each school year, the guidance counselor will form a transition team with the elementary teachers, as well as with the ninth grade teachers and counselors at the high school.

Group counseling is also available at the middle school through the school Social Worker. This method of counseling has proven to be very effective in helping some students to deal with a myriad of issues they may face.

**Q. HOMEWORK**

Homework in middle school means just that: the student completes assignments at home. This prepares him/her for the next day's lesson or reinforces what has been taught in school. Homework may require a certain amount of parental support. While the time involved will vary with the grade level and the student, we encourage you to be aware of daily expectations. ***Most teachers assign homework nightly. Students may spend an average of 20-30 minutes per subject each night homework is assigned.***

All middle school students need assistance in planning their time and using it to complete work on time. Long-range projects should not be done the night before. All students in the middle school are given a standardized assignment book to record their assignments. Students are expected to utilize their assignment notebooks in all classes, including exploratory classes. Homework is posted on the HRMS website and/or in your child's Google Classrooms. Homework information and best practices will be communicated by your child's team.

**HOMEWORK TIPS FOR PARENTS AND STUDENTS**

- **Check your child's assignment notebook/team calendar/Google Classrooms on a daily basis.**
- **Check to see if homework is brought home.**
- **Communicate with your child's teachers if you do not see homework or if your child spends an inordinate amount of time to complete homework.**
- **Supervise your child's completion of homework, but do not do it for the child.**
- **Set aside a regular time and place to study.**
- **Have your child ask his/her teacher for help if needed. Teachers offer extra help after school.**
- **Have your working materials organized and ready to begin.**
- **Students are urged to contact a fellow classmate/homework buddy to clarify assignments.**

**R. LAVATORY PASSES**

Students must have a pass from a teacher to use the lavatories at any time. Students are not allowed to use the lavatories between classes. In an emergency, a student should ask the teacher's permission to use the lavatory.

**S. BETTY G. ALLEN LIBRARY at the Holten Richmond Middle School**

Students may use books, magazines and newspapers for research and recreational reading. They may check out most materials except for reference books and books placed on reserve by teachers. Students are responsible for materials they borrow. In addition, students may access the NOBLE network through our library to acquire materials from the Peabody Institute Library and other area libraries. Our library is also a member of the Northeast Massachusetts Regional Library System (NMRLS) and as such, students have access to NMRLS resources.

Once a student and his/her parent or guardian have signed and submitted the Acceptable Use Policy found at the back of this handbook, the library computers may be used for word processing, research and other activities. Students may only access the Internet for school-related information. For guidelines, please refer to the policy in the Appendix: Behavioral Expectations and Consequences, Danvers Public Schools Internet Acceptable Use Policy. The library is open most mornings before school from 7:00-7:25 a.m. and after school until 2:45 p.m.

**T. LOCKERS**

- All lockers are the property of the Holten Richmond Middle School.
- It is advised that students keep lockers locked at all times
- The school reserves the right to inspect lockers at any time.
- The school is not responsible for lost or stolen items.

Each student will be assigned one locker in the general vicinity of his/her homeroom. Each team of teachers will designate times when students may visit their lockers to pick up and deposit materials. Students MAY NOT visit lockers whenever they wish. It is recommended that students purchase locks from the school store so that they can be registered and returned if lost.

**U. LOST AND FOUND**

There is a lost and found container located in the main office. It is emptied on a quarterly basis, with ample warning. All unclaimed items are donated to charity.

**V. PARENT ADVISORY COUNCIL (PAC)**

All parents, guardians (and grandparents) of middle school students are considered members of the Parent Advisory Council, or PAC and are welcome to attend its meetings. Meetings are designed with a theme that promotes awareness of school programs, policies and events. A schedule of PAC meeting dates is available on the HRMS online calendar and in the Principal's monthly newsletter.

**W. PROMOTION AND RETENTION**

Students may be required to enroll in summer school to make up all failed courses. Retention may result if summer school courses are not attended, completed and passed.

**X. RECOGNITION OF ACHIEVEMENT**

**HONOR ROLL**

At the close of the first and second trimester, an academic achievement list is posted in the school and published in local newspapers. This list gives recognition to those students who have obtained a high standard of achievement.

- |                     |   |
|---------------------|---|
| <b>High Honors:</b> | requires an A+, A or A- in all courses. |
| <b>Honors:</b>      | requires a B- or better in all courses. |

After each trimester, HRMS will recognize academic achievement when students who have achieved High Honors for both trimesters or High Honors and Honors will be recognized with a certificate. Additionally, excellence in exploratory classes will also be recognized with a certificate.

At the end of the 8th grade, HRMS will hold a moving on ceremony by team to recognize completion of middle school by 8th grade students. Students will receive a certificate of completion.

Throughout the school year staff are able to nominate a student for a Hawks High Five Award. These awards go to students who are observed:

- Helping other students without being asked
- Being kind and respectful to other students
- Including someone who has been left out
- Respecting other students' differences
- Standing up for students who have been teased

Students who receive this award get a bracelet and name read during announcements. Parents are notified via email of this achievement.

### **STUDENT-OF-THE-MONTH**

These awards are given out monthly by grade level teams. Students can be nominated for this award for the following reasons:

- Demonstrating improvement in work
- Being organized
- Being attentive in class
- Providing assistance to others
- Being cooperative
- Effectively participating in class
- Demonstrating leadership
- Putting forth great effort
- Other commendable behavior or actions as determined by the team

Students who receive Student of the Month receive a certificate and have their names posted on our wall of achievement.

The Naumkeag (Exploratory) Team recognizes students each trimester within the category "EXCELLENCE IN EXPLORATORY SUBJECTS."

## **Y. SAFETY**

The Holten Richmond Middle School is equipped with a variety of security devices to insure the safety of students and staff and the safekeeping of all items in the school building. A number of closed circuit cameras monitor the perimeter of the building, as well as inside activity. A two-way intercom system at the main entrance allows the door to be unlocked for visitors. Visitors must sign in at the office window area upon entering the building and present a license or identification.

### **FIRE DRILLS AND EVACUATIONS**

The Danvers Fire Department will conduct periodic fire drills. Fire drill procedures are posted in every room of the middle school. Students will evacuate the building quickly and silently according to these directions. If a student is not in class when the alarm sounds the student is instructed to leave the building by the nearest exit and report to the outside location of their next class teacher.

### **ENHANCED LOCKDOWN PROCEDURE**

Notice of an enhanced lockdown may vary according to emergency. An enhanced lockdown may be used to respond to a possible internal emergency or external emergency in the community. The situations could include an intruder in the building, medical emergency, failure of a building mechanical system etc. The purpose of the enhanced lockdown procedures ensures that students and staff can remain safe and make decisions based upon the most accurate information.

## **Z. SCHOOL COUNCIL**

Established by the Commonwealth of Massachusetts Education Reform Bill Act of 1993, this group of parents, teachers, community members and the building principal takes an extensive look at the whole operation of the Middle School and sets yearly goals which are shared with the Danvers School Committee. Openings on the School Council are filled in the fall of each school year. You may contact the principal with any questions or interest in serving on the Council. Meetings are posted and all are welcome to attend.

#### **AA. SCHOOL HEALTH SERVICES / MEDICAL OFFICE**

Danvers School Nurses are licensed registered nurses certified by the Department of Elementary and Secondary Education. Today's school nurse is an integral partner in each student's educational team. In addition to providing health services and nursing care for students in the office, school nurses are instrumental in identifying trends and issues that impact student health, as well as, promoting wellness in areas that affect academic success. DPS nurses are available during school hours for direct care services, case management and confidential consultation.

##### **Physical Exams & Immunizations**

Parents must present full and complete health records before enrolling a student in school. This includes a physical exam within the last year and documentation immunizations per Massachusetts School Immunization Requirements for the student's grade level. As required by Massachusetts law, all students must be immunized for certain diseases. Questions regarding immunizations may be directed to the school nurse. The Commonwealth of Massachusetts REQUIRES all students entering seventh grade to receive a complete physical exam by a physician and receive the following updated immunization:

-Tdap/Tetanus Booster (if it has been 5 years or more since last dose)

##### **School Health Screenings**

School Nurses are responsible for conducting health screenings as mandated by the Commonwealth of Massachusetts. These screenings provide a unique opportunity to positively influence the health status and academic performance of our students by early identification of potential health problems. Mandated screenings during middle school years are:

-Vision and hearing screenings will be performed on students in grade 7

-Growth Screenings (height and weight measurements, BMI calculations) will be performed on students in grade 7.

-Postural screenings will be performed on students in Grades 5-9

-SBIRT screenings are conducted for students in Grade 7.

The results of any of these screenings are available upon request. Parents will be notified in writing of screening results requiring referral for evaluation by health professionals. Parents/guardians who wish to opt out of any of the scheduled health screenings must send a written notice to their child's School Nurse.

##### **Medications at School**

During the school day, the administration of either prescription or non-prescription medications must comply with the regulations and protocols of the Massachusetts Department of Public Health and the Danvers Public Schools (exception: Acetaminophen). No medication, prescription or non-prescription, is to be administered unless accompanied by written authorization from both the physician and the parent.

##### **Tylenol/Acetaminophen Administration Protocol**

After careful nursing assessment, the school nurse may administer Tylenol/Acetaminophen to a student for mild pain or fever, should the need arise. This medication can only be administered if a completed Written Parent Authorization form is on file for the student. This form must be updated annually. In addition, each time the student requires Tylenol/Acetaminophen, the School Nurse must speak directly to the student's parent/guardian prior to the administration of the medication. As with all medications, Tylenol/Acetaminophen may only be administered by the School Nurse and will not be sent on field trips. Please be aware this protocol applies to Tylenol/Acetaminophen only.

### **Pediculosis (Head Lice) Procedure**

- a. As recommended by the American Academy of Pediatrics, National Association of School Nurses and the CDC, students with evidence of eggs and/or live lice may remain in school and not immediately be excluded.
- b. If live lice or nits are found on a student, the parents will be confidentially notified. Parents will be requested to seek advice from their family's physician. In addition, the school nurse will provide information to the parents about proper treatment. After treatment and nit removal at home, the student may return to school.
- c. Students affected by lice will be checked when they return to school and as needed (the nurse and the parent will work together to support the needs of the student).
- d. Classroom head checks will be at the discretion of the nurse.
- e. Parents of children affected by the head lice will be encouraged to talk to other parents of close friends. Parents will not be informed of other children who have lice at school to avoid it as it is a violation of privacy and the risk of getting lice from a classmate at school is very small.
- f. At the discretion of the School Nurse and the building principal, a school wide communication (email or letter) MAY be sent to families regarding an increased number of cases of lice within the school. This communication will include helpful resources regarding treatment of head lice.

### **Elevator use policy**

All students requiring the use of the elevator for health reasons must report to the nurse's office in advance to receive a pass. Students with a pass must carry that pass with them at all times. Students that have permission to use the elevator are only allowed to take one student with them, and only if they require help in carrying their binders, school work, etc. Students caught using the elevator without permission or abusing their privilege of riding the elevator may be subject to disciplinary action.

## **CC. SPECIAL EDUCATION/STUDENT SERVICES**

### **1. DANVERS SEPAC FOR EDUCATION AND SPECIAL NEEDS**

This is a system-wide parent group providing information and support to help parents become educated advocates for their children. Monthly meetings focus on workshops, seminars and forums for sharing information that pertains to the education and safety of students with disabilities. This group can be a wonderful resource for parents who are negotiating the very confusing and often frightening world of special education. Meetings are held from October through May at 7:00PM on the first Wednesday of each month, at the Betty G. Allen Library. Parents can obtain more information from the school office.

### **2. STUDENT SERVICES**

The Student Services office is temporarily located at the Thorpe Elementary School and provides all the services for the system under MASS. LAW CHAPTER 766 and PUBLIC LAW 94-142. Services at the middle school will be integrated within the teams as much as the Individual Education Plans allow. All individuals involved with the child are members of the educational planning team. The Special Education staff works very closely with the regular education teachers. The telephone number for the Special Education office is **(978) 774-6112**.

**Parents' or teachers' concerns about a student's progress may be directed to the guidance counselor and/or to their child's team teachers and dealt with as follows:**

- The team teachers will make recommendations and determine a course of action within the regular education program.
- At a follow-up meeting, the results of any recommendations/interventions will be discussed and recorded.

- Specific concerns are also addressed at a weekly meeting including guidance, administration, the school psychologist and school social worker.
- A referral for a special education evaluation may or may not occur after the above process has been completed.

### **3. DISCIPLINE OF STUDENTS WITH SPECIAL NEEDS**

- The Individual Educational Plan (IEP) of every special needs student indicates whether the student can be expected to meet the regular discipline code or if a modification is required. If a modified discipline code is required, it is written into the IEP.
- When it is known that the suspension(s) of a student with special needs will accumulate to ten days, a review of the IEP will be held. The TEAM will make a finding as to the relationship between the student's misconduct and the handicapping condition and either: design a modified program for the student; or write an amendment to provide for the delivery of special education services during the suspension and any needed modifications of the IEP relative to discipline code expectations.

Procedures for suspension of students with disabilities, including 504 Accommodation Plans, when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district:

1. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
2. When a suspension constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene within 10 days of the decision to suspend to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP – "a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the suspension or expulsion may go forward consistent with policies applied to any student without disabilities, except that the district must still offer:
  - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
  - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days
  - a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
  - b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others. Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.
5. If district personnel, the parent, and other relevant members of the Team determine that the behavior IS a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral

intervention plan is already in place, the Team reviews it and modify it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise or the hearing officer orders a new placement.

6. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

Procedural requirements applied to students not yet determined to be eligible for special education

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

a. The parent had expressed concern in writing; or

b. The parent had requested an evaluation; or

c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

#### **4. SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Acts of 1973 is a federal statute which prohibits a qualified individual with a disability from being excluded from the participation in, denied the benefits of, or subject to discrimination under any program or activity receiving Federal financial assistance because of his/her disability. 29 U.S.C s. 794 and its implementing regulations, 34 C.F.R. 104 et. seq. In school this means that a child identified as disabled will be guaranteed reasonable accommodations to promote educational growth in the regular classroom environment. The Assistant Director of Pupil Services manages section 504 cases.

#### **DD. STUDENT DRESS CODE**

*The intent of the following standards of dress is to create an academic environment conducive to learning. These standards apply to all students. In the event that a student's choice of dress is deemed to be out of compliance by any member of the staff, discreet and respectful efforts will be made to remedy the situation. Remediation may include contacting the parents/guardians or providing clothing to temporarily remedy the situation.*

#### **THE FOLLOWING ITEMS ARE NOT TO BE WORN TO SCHOOL:**

- **Tank tops**
- **Shirts with plunging necklines**
- **Shirts that reveal any part of the midriff**



- **Skirts, shorts, and dresses that are excessively short**
- **Underwear that is visible (all pants should be “waist-appropriate”).**
- **Shirts with statements or graphics that promote or condone substance abuse or violence of ANY kind, makes sexual connotations, or suggests a double meaning**
- **Clothing with profane or otherwise distasteful language**
- **Costumes of any kind**
- **Pajama pants**
- **Hats including visors, hoods or bandanas**
- **Outerwear jackets may not be worn in class**
- **Metal chains or items containing rivets or metal spikes**
- **Long chains or oversized clothing that hinder mobility or safety**

**EE. TARDINESS**

**Students are required to be in the homeroom (7:30 a.m.) and on time for classes.** In the event of a tardy arrival, the parent/guardians must send a note with the student. Students tardy to school (unexcused) more than five times in a trimester will serve office detentions. The school will communicate excessive tardiness to the parents. Conferences with parents or guardians may be arranged when a student’s tardiness is unacceptable. **EXCESSIVE TARDINESS MAY LEAD TO COURT INTERVENTION BY THE CHINS PROCESS (CHILD IN NEED OF SERVICES).**

**FF. TEAM PLACEMENT**

Placement on teams will be completed at the conclusion of the school year. All students are placed on middle school teams heterogeneously and equitably. For further information please refer to the Student Placement Policy in the appendix.

**GG. TEXTBOOKS AND EQUIPMENT**

Students are responsible for all books or equipment used or borrowed. All books must be covered. Students may be issued team detention(s) for failure to adhere to the above policy. Students must pay for lost or damaged materials that have been used or borrowed. Whenever possible, classroom sets of textbooks will be made available to eliminate the need for books to be carried to and from school.

All HRMS students will be issued a Chromebook. Families are asked to purchase insurance, which covers theft, loss, spills and drops. Each student will also receive a charger. Students are expected to return the Chromebook in full working order with no damage other than standard use upon leaving HRMS. A case is highly recommended. Students are not allowed to place stickers or decals on the Chromebook. Removal of decal may result in a \$10 replacement/repair fee. Students are not allowed to remove district placed or manufacturer placed decals from their Chromebooks. Any damage or mechanical problems should be reported to the HRMS administration. The replacement cost of a Chromebook is \$300. The replacement cost of a charger is \$52. Students are expected to:

- Bring his or her Chromebook to school fully charged each day
- Handle his or her Chromebook with care when transporting it to/from school
- Adhere to all policies and expectations stated in the Responsible Usage Policy

**HH. TRANSPORTATION, ARRIVAL and DEPARTURE PROCEDURES**

**1. ARRIVAL BY BICYCLE**

**Massachusetts law stipulates that helmets must be worn by students 12 and under**

Students who choose to ride their bikes to school should be aware of the following:

- The bike rack at the middle school is available to middle school students.
- All bikes placed there for the day should be locked.
- The school does not assume liability for bicycles stolen or damaged while on school property.
- No bicycles are to be ridden to school during the winter months or in inclement weather.

- Students should not leave the school area on bikes when buses are departing.
- No *heelies* are to be worn to school.
- Skateboards, scooters or rollerblades should not be brought to or from school.

## **2. ARRIVAL BY BUS**

### **Bus Eligibility and Fee**

Students who live 2 miles or more from the school are eligible for busing. The fee is established by the Danvers School Committee. More information regarding fees and the registration process is available on the Danvers Public Schools website. Please contact the building principal if the fees create a financial hardship. *A written request for a waiver of the fee is required and will be kept confidential.*

Eligible students are assigned to a specific bus and must ride that bus all year unless notified by the school of a change. Students are reminded that the school bus is an extension of the school and that the rules regarding appropriate behavior are the same as in school. Misconduct at bus stops or on the bus may result in the suspension or revocation of bus privileges and/or disciplinary action being taken by the school.

### **Bus Code**

Each student is under the jurisdiction of the school administration from the time the student boards the bus to school until the student disembarks at the end of the day. Students who do not follow the rules and regulations are reported to the school assistant principals for disciplinary action that may include assigned seating, restitution, and suspension of bus privileges, school suspension or expulsion. Riding the school bus is a privilege. This privilege may be taken away from any student who is not well behaved or courteous, or who endangers the health or safety of another student or driver.

To help ensure bus safety, students should learn and follow bus regulations as follows:

- Students will cooperate with the bus driver for the safety of all concerned.
- Permission to ride a different bus on any given day will only be approved by the office if a parent has written, in advance, a specific request to the principal. The school strongly discourages this practice on a routine basis.
- Students will be picked up and dropped off only at regularly scheduled bus stops.
- All school rules are in effect on the bus and at the bus stop.
- Students are to wait in an orderly manner at all bus stops in their neighborhood and at school.
- Students are to remain seated throughout the bus ride.
- No food, gum, beverages, pets, skateboards, rollerblades or exceptionally large projects are allowed on the buses.
- Students are expected to behave at all times in a courteous manner by respecting the bus driver as well as fellow passengers.
- The School Committee reserves the right to make decisions on any items not specifically mentioned under these rules and regulations.

## **3. MISBEHAVIOR ON THE SCHOOL BUS WILL BE DEALT WITH THROUGH THE FOLLOWING DISCIPLINARY CONSEQUENCES:**

### **STEP 1:**

The bus driver may discuss the infraction with the student and give an oral warning. A written record of this oral warning may be kept.

### **STEP 2:**

The bus driver will assign the student a seat where the student can be monitored without distracting the driver. The driver will describe the violation in writing and copies of the form will be sent to the safety officer of the school, the assistant principals and the student's parents/guardians.

### **STEP 3:**

The student's bus privileges will be suspended for five (5) school days. The parents or guardians will be notified in writing of the student's suspension of bus privileges and will be responsible for the student's transportation to and from school.

**STEP 4:**

The student's bus privileges will be suspended for ten (10) school days. The parents or guardians will be notified in writing of the student's suspension of bus privileges and will be responsible for the student's transportation to and from school.

**STEP 5:**

The student's bus privileges will be suspended for the remainder of the trimester. Parents or guardians will be notified in writing. Transportation will be the responsibility of the parents or guardians.

**4. CRIMINAL ACTION**

**If a criminal action takes place on the bus, the Danvers Police Department will be notified and disciplinary action will begin at STEP 3. The administration may elect to invoke a consequence other than what is listed depending upon the nature of the offense.**

**5. ARRIVAL BY CAR**

Students who are driven to school should arrive and depart at the rear of the building. The second circle is designated for staff and buses only, from 7:00AM to 2:30PM. **STUDENTS ARE NOT TO BE DROPPED OFF OR PICKED UP ON CONANT STREET OR ON THE INBOUND SIDE OF LANE PARKWAY.**

**II. VISITORS**

All visitors must report to the office immediately upon entering the building and sign in. Visitors should not enter the building and proceed to a classroom without permission or an appointment.

**NO STUDENT VISITORS ARE ALLOWED WITHOUT PRIOR PERMISSION FROM THE PRINCIPAL OR ASSISTANT PRINCIPAL. Any requests by a parent for a student to visit Holten Richmond Middle School should be addressed to the principal or the assistant principal.**

**V. BEHAVIORAL EXPECTATIONS AND CONSEQUENCES**

This section will apply to a student's actions while on school property or at a school sponsored activity off school grounds. The code of conduct also includes the following Holten Richmond Middle School expectations:

- 1. Be respectful.**
- 2. Be responsible.**
- 3. Keep hands and feet to yourself.**
- 4. Always give your best effort.**
- 5. All work must be original.**

**A. CODE OF CONDUCT**

The Holten Richmond Middle School expects all students to treat themselves and others with respect and courtesy at all times in order to promote a safe and positive school climate. The discipline rules and guidelines are to be followed by students when in school, on school busses, on school property or during any extracurricular activity. All disciplinary actions will be taken into account when determining a student's eligibility to participate in field trips, extracurricular activities, dances, clubs, etc. HRMS students are encouraged to "Fly Like a HAWK" and to meet key expectations all areas of our school:

Have all your materials and be prepared to learn  
Attention on the learning  
Work to the best of your ability  
Kindness for all

**ASSEMBLY EXPECTATIONS**

Frequent assembly programs are held at the middle school. These programs offer a unique opportunity for our students to see and hear their fellow students perform, as well as to enjoy outside programs. Guests to the school are to be treated respectfully. We expect appropriate behavior at all school activities. Behaviors include:

- Staying seated
- Refraining from talking
- Walking in and out of assembly areas in an orderly fashion with classroom or homeroom teachers
- Engaging in respectful applause

#### **CAFETERIA EXPECTATIONS**

- Students must remain in the cafeteria for the entire lunch period.
- A maximum of eight students per table must be maintained in cafeterias A, B & C unless directed otherwise by administration.
- No food or drink may leave the cafeteria.
- Students will be dismissed when the table is clean and chairs are pushed in.
- Uncooperative students will be reassigned to a new seat and/or removed from the cafeteria.

#### **CORRIDOR EXPECTATIONS**

- Students are expected to stay to the right in hallways and stairwells and behave appropriately when passing between classes.
- Students should keep their hands and feet to themselves
- Students have adequate time to pass.
- A tardy pass from the teacher is the only excuse that is acceptable for arriving late to class. Students must have a corridor pass from a teacher to proceed anywhere during class time.

#### **DANCES AND SOCIAL EVENT EXPECTATIONS**

- A variety of social activities are planned during the year.
- **Only students from Holten Richmond Middle School may attend.**
- Students are not allowed to leave the event until it is over unless a parent communicates with staff at the dance.
- School rules apply to all school sponsored events.
- Students who are absent and/or suspended from school on the day of an event may not attend that event.

#### **B. DUE PROCESS**

- Every student is entitled to due process.
- Every student will be allowed to hear the charges being made and to discuss the incident with either the principal or an assistant principal.
- Parents/guardians are notified when their child is assigned a suspension.
- A student who is accused of an offense for which he/she may be suspended is given an opportunity to hear the charges made against him/her and state his/her side of the situation.
- The administration shall make every effort to determine the facts of the situation and make a fair and reasonable judgment based upon these facts and the school's regulations.
- After "due process" has been carried out, the principal (or designee) may alter the disciplinary consequences in the best interest of the child.

#### **C. OFFICE REFERRAL PROCESS**

- Students sent to the office will be given an Office Referral Form.
- The student reports to the office and will discuss it with an administrator
- The completed form will be forwarded to the sending teacher and student's family.
- Class time missed must be made up after school with the sending teacher.
- A record of office referrals is kept by the Assistant Principals and will be sent to parents.
- Students will be given 24 hours' notice when arranging to make up time with a teacher.
- Five office referrals may result in an In-School suspension.

#### **D. TEACHER DETENTION**

HRMS teachers will discuss classroom and team expectations with students at the beginning of the school year. A list of offenses that can result in teacher detention will also be discussed. Teachers may deal with unacceptable behavior by issuing a teacher detention and/or calling the student's home.

- Teachers will provide 24-hour notice when a detention is issued.
- Students will report to the teacher at dismissal and will stay until 2:35 p.m..
- If a student cannot attend the assigned detention, the student must bring a note from home on the day of the detention and the detention will be rescheduled.
- Failure to report to a teacher detention will result in an office referral. Further disciplinary action may result.

#### **E. OFFICE DETENTION**

The principal or assistant principals issue office detentions and suspensions.

- Office detentions can be served on any day of the week. Parents/guardians must make transportation arrangements.
- Students are expected to report to the office immediately after dismissal. If a student is unable to stay for an office detention, arrangements must be made with an administrator.
- Teacher detentions are to be served before office detentions.
- Failure to attend an office detention or misbehavior during an office detention will result in additional detentions and/or further disciplinary consequences.
- For chronic behavior or missed office detentions students may be asked to serve a detention on Friday afternoon in the main office with a building administrator

#### **F. OFFENSES THAT MAY RESULT IN SCHOOL SUSPENSION**

When all other methods of discipline have failed to bring about the desired change, or in cases of extreme misbehavior or flagrant disrespect, the student may be suspended from school. The following list does not include all possible reasons why a student might be suspended from school.

- Any offense not listed herein which tends to endanger the health and safety of students or staff; impedes the teaching/learning process or disrupts the orderly operation of the school or school sponsored or school related events, including dances, concerts, or other action determined by the school administration to require such disciplinary action
- Cheating - taking work from another **OR** giving work to another student
- Chronic disruptive behavior
- Disturbance of a school assembly
- Failure to cooperate during in-school suspension
- Failure to properly identify oneself or to follow the direction of a staff member, administrator, teacher, substitute teacher or other staff member or any act of insubordination or open and continued defiant behavior
- Fighting
- Forging notes - signing a school-required permission slip, absence note, dismissal note, tardy slip, etc.
- Gambling, card playing, use of electronic devices or other actions or objects disruptive of the educational process
- Harassment or Bullying – see policy
- Inciting or attempting to incite other students or create a disturbance
- Inhaling or ingesting any substance that intoxicates or impairs consciousness i.e. glue, fluids, etc.
- Leaving school without permission during school hours
- Malicious destruction or theft of school or personal property
- Obtaining money, material goods or favors by threat or physical harm
- Physical violence or verbal or physical expression of intent to harm or otherwise cause bodily injury directed toward any member of the school community
- Possession or sale of anything that disrupts the education process that includes but is not limited to fireworks, flammable devices, stink bombs, prescription drugs, or illegal drugs
- Possession or use of a weapon, instrument or any reasonable facsimile of a weapon, article or substance which is capable of causing injury
- Presence in an unauthorized area of the school or school grounds - such areas include but are not

- limited to a classroom or office area that is without a teacher or administrator present
- Public displays of affection
- Repeated office referrals or teacher detentions
- Setting a fire to any part of the school building, grounds or school property
- Setting off the fire alarm system without a probable cause
- Skipping school, truancy - instances of excessive truancy will be referred to the district attendance officer and may be subject to CHINS petition
- Smoking or possession of smoking material including electronic cigarettes and related paraphernalia
- Stealing
- Throwing food, snowballs or other objects
- Vandalism - willful damage or destruction of property
- Verbal assault, abusive language, disrespect or insolence directed toward any member of the school community.
- Sexually or racially offensive language, gestures or physical actions directed toward any member of the school community, students, faculty, secretaries, aides, custodians or administrators. This may also result in legal action and/or referral to the school resource officer.
- Violation of the drug and alcohol policy
- Willful acts against the school - serious acts of disruption or harm

**Any of the following actions may subject a student to expulsion by the Principal and require Police involvement under the terms of M.G.L. 71:37H:**

- A. Any student found on school premises or at a school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon or a controlled substance.
- B. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other staff member on school premises or at a school-sponsored or school-related event, including athletic games.

**G. DRUGS AND ALCOHOL**

The District is committed to drug free schools; therefore, the administration follows the principle of reasonable suspicion. Any student smelling of alcohol or marijuana or behaving in a manner that would indicate ingestion of drugs or alcohol is subject to this policy.

Any student suspected to be in possession of drugs/alcohol or drug related equipment, or ingesting or dispensing any drugs or alcohol is subject to the Danvers School Committee Drug and Alcohol Policy.

- Students in possession of drugs, alcohol or drug related equipment shall be reported to the Danvers Police Department.
- Students suspected of drug or alcohol abuse shall be reported to the school nurse. The school nurse shall examine the students and advise the administration of the findings. Parents will be notified.
- Drug or alcohol infractions occurring during any school related activity on or off school grounds, on school buses or during embarking and disembarking busses, are subject to the provisions of the School Committee Drug and Alcohol Policy.
- All students arriving at any school related activity on or off school grounds are subject to the provisions of the School Committee Drug and Alcohol Policy.
- The District complies with MGL C272, S40A, ALCOHOLIC BEVERAGES IN SCHOOL, which provides for a punishment or fine for any student who gives, sells, delivers or have in possession any alcoholic beverage.

**CONSEQUENCES FOR DRUG/ALCOHOL VIOLATIONS**

Students who violate the Drug/Alcohol Policy may be subject to the following consequences:

- First offense: Suspension from school for up to 10 days; type of suspension to be determined by the administration. A meeting with the student, parents/guardians, principal, and/or counselors will occur to determine a plan to bring about improved behavior.
- More severe consequences will be dispensed for subsequent violations of the School Committee Drug and Alcohol Policy.

**H. BULLYING POLICY**

**Holten Richmond Middle School is committed to providing our students equal educational opportunities and a safe learning environment free from bullying. We will not tolerate any unlawful or disruptive behavior, including bullying, in our school or during school-related activities. Our response to bullying actions will include, when appropriate, referral to the Danvers Police Department. All reports of bullying will be promptly investigated by the school administration.**

**Massachusetts law defines bullying**, in part, as “the repeated use by a perpetrator of a written, verbal, or electronic expression, or physical act or gesture or any combination thereof, directed at a victim that causes physical or emotional harm or damage to the victim’s property; places the victim in reasonable fear or harm to himself or of damage to his property; [or] creates a hostile environment at school for the victim; infringes on the rights of the victim at school; or materially or substantially disrupts the education process or the orderly operation of a school.”

**Massachusetts law defines cyberbullying** as bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo, electric, or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses to, inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium than may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the clauses to, inclusive, of the definition of bullying.

**BULLYING PREVENTION PROGRAM**

The Holten Richmond Middle School has adopted the Olweus Bullying Prevention Program as part of our commitment to address the issue of bullying. This program will enable us to help all of our students reach their potential by providing them with a safe, positive and welcoming environment in which to learn. Through our work with Project HAWK, an anti-bullying program that uses the Olweus program, the Holten Richmond Middle School community has committed to the following anti-bullying rules:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will report it to an adult at school or at home.

**PROCESS FOR RESPONDING TO A REPORT OF BULLYING**

If any student, staff member or adult witnesses an incident involving bullying, it should be reported immediately to the administration. The following rubric provides a framework for the response to bullying incidents at HRMS:

**Holten Richmond Middle School Behavior Rubric (revised August 2012)**

<b>Behavior</b>	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>
<b>Teasing/Exclusion Non-Physical/Emotional</b>	1. Student written reflection 2. Contact parents 3. Student written reflection sent to parent(s)/guardian	1. Student written reflection 2. Contact parents 3. Student written reflection sent to parent(s)/guardian 4. After school detention	1. Incident Reporting Form sent to or completed by Asst. Principal 2. Administrator contacts parents 3. Student written reflection 4. Disciplinary Action
<b>Physical Behavior</b>	1. Student written reflection 2. Contact parents 3. Student written reflection sent to parent(s)/guardian	1. Incident Reporting Form sent to or completed by Asst. Principal	1. Incident Reporting Form sent to or completed by Asst. Principal

	4. After school detention	2. Administrator contacts parents 3. Student written reflection 4. Disciplinary Action	2. Administrator contacts parents 3. Student written reflection 4. Disciplinary Action
<b>Severe Physical Behavior, Threats of Violence, Severe Harassment/ Severe Emotional</b>	1. Incident Reporting Form sent to or completed by Asst. Principal 2. Administrator contacts parents 3. Disciplinary Action	1. Incident Reporting Form sent to or completed by Asst. Principal 2. Administrator contacts parents 3. Disciplinary Action	1. Incident Reporting Form sent to or completed by Asst. Principal 2. Administrator contacts parents 3. Disciplinary Action
<b>Any bullying incident reported to a staff member (not witnessed by the staff member)</b>	1. Submit Incident Reporting Form to Assistant Principal 2. Administrator contacts parents 3. Disciplinary Action		

*\*Disciplinary Referral to the Assistant Principal* may include appropriate disciplinary and/or corrective action to stop the conduct and prevent its recurrence up to and including suspension in accordance with the HRMS anti-bullying policy.

**Teasing/Exclusion/ Non-Physical/Emotional Behavior** - including but not limited to name calling, insulting, invading personal space, intimidating body language, or other behavior that could hurt others' feelings or make them feel bad about themselves, excluding someone, spreading rumors, purposeful embarrassment, directing someone to engage in bullying behavior.

**Physical Behavior** - including but not limited to pushing, shoving, slapping, putting hands on others, defacing property of others, stealing, hiding property, tripping, knocking books.

**Severe Physical Behavior, Threats of Violence, Severe Harassment/Severe Emotional** - including but not limited to punching, kicking, and similar actions that may injure others; verbal or written threats, on-line or text messaging; racial, ethnic, sexual name calling or other severe harassment.

These unacceptable behaviors can sometimes be gateway behaviors to bullying and/or may be instances of bullying.

\*Response to bullying actions will include, when appropriate, referral to the Danvers Police Department per the district's bullying policy.

#### **DISCIPLINARY AND CORRECTIVE ACTION**

Violation of this policy is a serious offense. Violators may be subject to appropriate disciplinary and/or corrective action to stop the conduct and prevent its recurrence. HRMS is committed to protecting a complainant and other similarly situated individuals from bullying in the future.

#### **HARASSMENT**

If at any time a member of the Holten Richmond Middle School community feels harassed or feels that another member of the community is harassed, the matter should be reported to a trusted teacher, guidance counselor, parent/guardian or administrator as soon as possible. **The administration or designee will investigate all accusations of harassment.**

##### **1. DISCRIMINATION**

Discrimination is unfair treatment or denial of normal privileges to persons because of race, age, gender, sexual orientation, nationality or religion.

##### **2. HAZING**

Hazing is any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of any student. Any intention of occurrence of hazing must be reported to the administration immediately.

##### **3. LIBEL**

Libel is a false and damaging statement regarding another that is expressed in print, writing, pictures or signs. Libel includes notes and emails that ridicule another or hurt that person's reputation.



#### **4. SLANDER**

Slander is a false and damaging oral statement or gesture concerning another person(s). Slander includes spreading false rumors and telling lies that damage another's reputation.

#### **I. ACADEMIC INTEGRITY**

The expectation at Holten Richmond Middle School is that students display honesty and integrity in all work. Teachers review this expectation and the definition of plagiarism with students on an annual basis. Cheating, including plagiarism, results in student work that does not demonstrate true learning.

##### **Cheating includes but is not limited to:**

- Presenting the work of others as your own (e.g. plagiarism)
- Completing an assignment with a classmate without the express permission of the teacher
- Giving or receiving answers on homework
- Giving or receiving answers on quizzes or tests
- Using supplementary materials (e.g. notes or electronic devices) on a test or quiz without the express permission of the teacher.

##### **Consequences**

All infractions of academic integrity (plagiarism and other forms of cheating) will result in the teacher conferencing with the student. In addition, the following may occur at the discretion of the teacher:

- The teacher will notify parents and/or the administration of the incident.
- The administration will record the incident in the student's discipline file if formal disciplinary action is taken.
- The student will redo all or part of the work in question for full or partial credit.

When a student has plagiarized or otherwise cheated for a second time, all of the above actions will result. In addition, further disciplinary action may be taken, including:

- Loss of credit for the work
- Detention or suspension from school
- Forfeiture of consideration for academic awards, special recognition or membership to co-curricular groups/organizations.

#### **J. RESPECT FOR THE FACILITY**

We are proud of our school and expect that students will help maintain this facility. Our expectations are:

- NO GUM CHEWING IS ALLOWED ANYWHERE IN THE FACILITY.
- Student cleanliness and responsibility begins with their own lockers.
- Lockers are expected to be neat, clean and free of trash. Regular locker "clean-outs" will be scheduled.
- Students will assist in keeping clean school grounds, halls, cafeterias, lavatories and all other parts of the school.

### **VII. APPENDICES**

#### **A. CRIMINAL OFFENDER RECORDS INFORMATION**

##### **C.O.R.I. REQUIREMENTS**

It shall be the policy of the Danvers Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children, prior to hiring the employee(s) or to accept any person as a volunteer. State law requires that school districts obtain C.O.R.I. data for employees of taxicab companies that have contracted with the schools to provide transportation to pupils.

The Superintendent, Principal, or their certified designees shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the criminal history systems board on all employees, individuals who regularly provide school related transportation to children, including taxicab company employees, and volunteers who may have direct and unmonitored contact with children, during their term of employment or volunteer service.

The Superintendent, Principal or their certified designees may also have access to Criminal Offender Record Information for any subcontractor or laborer who performs work on school grounds, and who may have direct and unmonitored contact with children, and shall notify them of this requirement and comply with the appropriate provisions of this policy.

Pursuant to a Department of Education C.O.R.I. Law Advisory dated February 17, 2003, "Direct and unmonitored contact with children' means contact with a child when no other C.O.R.I. cleared employee of the school or district is present. A person having only the potential for incidental unsupervised contact with children in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with children. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students."

In accordance with state law, all current and prospective employees, volunteers, and persons regularly provide school related transportation to children of the school district shall sign a request form authorizing receipt by the district of all available C.O.R.I. data from the criminal history systems board. In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Principal or Superintendent; however, failure to sign the C.O.R.I. request form may result in a referral to local counsel for appropriate action. Completed request forms must be kept in secure files. The School Committee, Superintendent, Principals or their designees certified to obtain information under this policy, shall prohibit the dissemination of school information for any purpose other than to further the protection of school children.

C.O.R.I. is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. C.O.R.I. may be shared with the individual to whom it pertains, upon his or her request, and in the event of an inaccurate report the individual should contact the criminal history systems board.

Access to C.O.R.I. material must be restricted to those individuals certified to receive such information. In the case of prospective employees or volunteers, C.O.R.I. material should be obtained only where the Superintendent has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.

The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing C.O.R.I.: the type and nature of the offense; the date of the offense and whether the individual has been subsequently arrested, as well as any other factors the employer deems relevant.

The Superintendent shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee, individual who regularly provides school related transportation, or volunteer who may have direct and unmonitored contact with children.

Current employees, persons regularly providing school related transportation, and volunteers shall also be informed in writing by the Superintendent prior to the periodic obtaining of their Criminal Offender Record Information.

The Superintendent shall amend employment applications to include questions concerning criminal records (see attachment) that the Massachusetts Commission against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior

arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution."

Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or any political subdivision thereof.

The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with children.

As soon as possible after the district obtains the certification from the criminal history systems board to receive C.O.R.I. data, the Superintendent shall obtain such data for any person then providing volunteer service, as a condition of continued service.

LEGAL REF: M.G.L.71:38R, 151B, 276, §.100A, St.2002, c.385 MCAD Regulations and D.O.E. Advisory on C.O.R.I. Law (Feb 17, 2003)

#### **B. CHILD CUSTODY POLICY**

As required by M.G.L. c. 71, § 34h, a non-custodial parent may have access to the student record in accordance with the following provisions:

- (a) A non-custodial parent is eligible to obtain access to the student record unless the school or district has been given documentation that:
  1. The parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
  2. The parent has been denied visitation, or
  3. The parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
  4. There is an order of a probate and family court judge which prohibits the distribution of student records to the parent.
- (b) The school shall place in the student's record documents indicating that a non-custodial parent's access to the student's record is limited or restricted pursuant to 603 CMR 23.07 (5) .
- (c) In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal.
- (d) Upon receipt of the request the school must immediately notify the custodial parent by certified and first class mail, in English and the primary language of the custodial parent, that it will provide the non-custodial parent with access after 21 days, unless the custodial parent provides the principal with documentation that the non-custodial parent is not eligible to obtain access as set forth in 603 CMR 23.07 (5) (a).
- (e) The school must delete all electronic and postal address and telephone number information relating to either work or home locations of the custodial parent from student records provided to non-custodial parents. In addition, such records must be marked to indicate that they shall not be used to enroll the student in another school.
- (f) Upon receipt of a court order which prohibits the distribution of information pursuant to G.L. c. 71, § 34H, the school shall notify the non-custodial parent that it shall cease to provide access to the student record to the non-custodial parent.

**C. CIVIL RIGHTS Title IX and Chapter 622**

It is the policy of the Danvers Public Schools not to discriminate on the basis of sex, sexual orientation, gender identity, race, religion, color, and national origin in its educational programs and activities as required by Title IX of the 1972 Education Amendments and Chapter 622 of the Acts of 1971. The local Office for Civil Rights address is:

8<sup>th</sup> Floor 5 Post Office Square  
Boston, MA 02109-3921  
617-289-0111  
[ocr.boston@ed.gov](mailto:ocr.boston@ed.gov)

**D. POLICY FOR THE TREATMENT AND CARE OF STUDENTS WITH LIFE THREATENING FOOD ALLERGIES**

This policy establishes a consistent set of procedures for the treatment and maintenance of students diagnosed with food allergies and specifically peanut/nut allergies. The commitment to provide a safe and healthy environment for students and staff requires a cooperative and collaborative effort including the home, physician, school nurse and staff. **The Danvers Public School Protocol for Students with Life Threatening Allergies** provide detail to support the following:

- The school nurse will obtain medical documentation from parents detailing the diagnosis and treatment. Special attention will be paid at the time of kindergarten registration.
- The nurse will meet with the parent(s) and other members of the staff if appropriate to develop an Individual Health Care Plan (IHCP). Forms and procedures are included in the Danvers Public Schools Protocol.
- The school may restrict entry/placement of a student until this information is available, clarified with the child's physician and incorporated into a signed IHCP/504 and or IEP. The decision to delay entry will be based upon an assessment of health and safety risks.
- The principal/nurse will inform parents of the identified student that they are responsible for providing food daily and for special events.
- The principal will ensure that a "nut-free" table is available in the cafeteria.
- The school nurse will provide Epi-pen training according to DOE/DPH Guidelines to all staff.
- The principal/school nurse will inform teachers, when appropriate, that they are to restrict snacks in the classroom and on field trips to ensure to the extent possible a nut-free setting. The school will not be responsible for monitoring food from homes. However, a reasonable, good faith effort will be made to control packaged food products made available to children. As of September 2003 school birthday celebrations will not include food products.
- The school nurse, in collaboration with the principal will inform parents of the existence of a child/children with significant allergies and the steps required to ensure safety.
- Procedures for Medical Emergencies (911) remain in effect.

**E. DRUGS AND ALCOHOL - Substance Abuse Policy**

The use, possession, distribution or sale of drugs' and alcohol is prohibited at all times anywhere on school grounds and at any school-sponsored activities, whether on or off school grounds. Students and parents should be aware of the following procedures and penalties that may result from infractions:

## DRUGS AND ALCOHOL PROCEDURE:

- I. A drug is any substance, including alcohol, which affects a person in such a way as to bring about physiological, emotional, or behavioral change. It shall be the responsibility of all personnel employed by the Danvers Public Schools to report to the administrator responsible for the area every observable or suspected incident of drug or alcohol use or the selling of drugs or alcohol. If the student is in possession of or is under the influence of a drug or alcohol, he/she shall be escorted as tactfully as possible to the nearest administrative office. If the student is under the influence of a drug or alcohol, the school nurse shall examine the student and the following action shall be taken:

If, in the nurse's judgment, a medical emergency exists, the student shall be transported to the nearest medical facility, and a parent/legal guardian shall be notified. If a medical emergency does not exist, the student's parent/legal guardian may be advised to take the student to the appropriate health care facility.

In any case of drug or alcohol use, a parent/legal guardian may be notified and the student may be suspended or excluded for a period of time appropriate to the circumstances. After any suspension or exclusion, a parent/legal guardian and student may be required to attend a conference with the appropriate school official(s) to determine if satisfactory measures have been taken to assure that the problem will not happen again.

Possible actions by school administrators when a student is identified with drug/alcohol use include mandatory counseling, ongoing counseling if recommended by a therapist, referral to police for formal charges, and requiring the student to provide the results of a toxicology drug screen. If all other options have been attempted and the student has not taken advantage of the help offered, or has not responded to it and/or continued to violate this Substance Use Policy, the Principal may move for his/her expulsion.

In all instances, the student and parent/legal guardian shall have a right to a fair and impartial hearing. Whenever possible, confidentially shall accompany all procedures.

- II. A person shall be determined to be a distributor if (1) he/she is found to possess a quantity of substance (drugs) beyond what could be expected for personal use, or (2) there is evidence that an exchange or transfer of a substantial quantity of substance has taken place. For the protection of the school community, the Principal or his/her designee, accompanied by an additional staff member if practicable, may conduct a search of a person, locker, or property.

A parent/legal guardian of any student involved may be notified. Law enforcement authorities may also be notified.

Regardless of what action is taken by the police, any involved student may be suspended or excluded for a time period appropriate to the circumstances. Any involved student and a parent/legal guardian shall be informed of alternatives to regular school enrollment.

In all instances, the student and his/her parent(s)/legal guardian(s) shall have a right to a fair and impartial hearing. Whenever possible, confidentiality shall accompany all procedures.

- III. Possessing drug paraphernalia will warrant suspension or exclusion for a time period appropriate to the circumstances. A student found in possession of drug paraphernalia or drugs may be required to provide the results of a toxicology drug screen.
- IV. Students who have violated this Substance Use Policy by possessing, using, distributing or selling for the second or subsequent time will receive more severe consequences. An Expulsion hearing may be initiated upon the second offense of this Substance Abuse Policy.

- V. When a self-identified or self-referred student seeks help from a school nurse or from a member of the professional staff relative to his/her substance use, it would indicate (1) a desire to discontinue the use of drugs and/or alcohol and (2) a willingness to work with a staff member of an agency in seeking a solution to the student's problem.
- VI. When a self-reporting student fits this criteria, as long as school officials are satisfied that a student is not in violation of any other rule under this Substance Use Policy, he/she will be guaranteed that school disciplinary actions will not be initiated as a result of his/her self-reporting.

If a medical emergency exists relative to a student fitting this criteria, the student shall be taken to the proper medical facility, and a parent/legal guardian shall be notified.

If no medical emergency exists, the student shall be encouraged to notify his/her parent(s)/legal guardian(s) of the problem, or to consent to notification of his/her parent(s)/legal guardian(s) of the problem, within a reasonable time period. If the student does not notify or consent to notification of a parent/legal guardian, staff may notify his/her parent/legal guardian when appropriate under the circumstances.

- VII. These general guidelines should be observed by all staff members and administrators relative to this Substance Use Policy:
  - A. Keep accurate, objective, confidential records of all proceedings;
  - B. Do not unduly involve law enforcement authorities;
  - C. Maintain strict confidentiality to the extent possible.

<sup>1</sup> Other than use as may be validly prescribed by a medical professional, solely by the individual to which the drug was prescribed, in the prescribed manner and in accordance with a valid prescription.

**F. HAZING: AN ACT PROHIBITING THE ACT OF HAZING**

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. The term “hazing” as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such a crime, to the extent that such person can do so without danger or peril to himself or others, must report such crime to the appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge, or applicant for membership in such group or organization, a copy of this section and sections 17 and 18. An officer of each such group or organization, and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections 17 and 18.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institutions that fail to make such report.

Incidents of hazing will be dealt with in accordance with the Holten Richmond Middle School Discipline Policy.

#### **G. MEDICATION POLICY**

We are obligated to adhere to the policy of the Danvers Public Schools that states that no medication - prescription or non-prescription is to be administered unless accompanied by written authorization from the student's physician and parents.

Information required must include the name of the medication, dosage and time to be administered. We realize that in certain situations this may seem unnecessary from a parent's point of view, especially when it comes to Tylenol, baby aspirin, medicated cough drops, etc. We are, however, governed by this policy.

Medications must be brought to school by a parent and given to the School Nurse. The medication will be counted (when necessary) and locked in the medication cabinet.

Medication administered at school must be in a prescription bottle or in the original container. No medication will be accepted in plastic bags, Tupperware containers, etc.

No one but the school nurse, acting within the above restrictions, may give medication to any student.

The school shall, through the nurses, register with the Department of Public Health and train personnel in the use of Epipens.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

#### **H. DANVERS PUBLIC SCHOOLS INTERNET ACCEPTABLE USE POLICY**

As more students gain access to Internet use in Danvers it is essential that we have a policy in place that promotes the appropriate use of this technology. **To utilize these services, all students must obtain parental permission. The HRMS Responsible Use Policy is available online on our school's website at <https://danverspublicschools.org/holten-richmond-responsible-use-policy/>.**

- The Internet is an electronic highway connecting thousands of computers all over the world, and millions of individuals. Connecting to this network expands our students' access to resources, information, collaboration and innovation. We hope to utilize these resources to assist students in achieving curriculum goals and outcomes.
- Computer learning can provide tremendous motivation for students. However, the use of this resource must be in support of the educational objectives of the Danvers Public Schools. It is important to note that the Internet is an open system that contains material that many people might find offensive. It is possible to encounter pictures or text that are objectionable. We ask for your assistance in developing responsible student attitudes and behaviors on the Internet.

- Student use of the Internet is to be conducted under faculty supervision. However, faculty members are not able to monitor student use at every moment. We expect students to become responsible users of the Internet.
- While the benefits of Internet access are enormous, it is important for students to realize that there is no guarantee that the information they obtain is accurate. Users must use good judgment in determining the reliability of content.
- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students are expected to follow the guidelines stated below, as well as those given orally by the staff, and to demonstrate ethical behavior that is of the highest order in using the Internet.

### **USER GUIDELINES**

1. Student use of the Internet must be in support of education and research consistent with the objectives of the Danvers Public Schools.
2. Students may not post personal information such as their home address, telephone number or the name and location of their school without teacher permission.
3. Students will not use computers, computer networks, data, social networking sites, email, chat rooms or other technology resources to harass, stalk, threaten, defame, or otherwise cause harm or damage to another person, institution, or company, within or outside the Danvers Public Schools community. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms, as well as cyber bullying awareness and response.
4. Students are prohibited from using the Internet to access or process pornographic material, inappropriate text files, information that advocates illegal acts, or information that lacks any educational value.
5. Students should immediately tell a teacher or other school employee about any material that you feel is not appropriate or that makes you feel uncomfortable.
6. Students should be aware that no communications are guaranteed to be private. Internet use is monitored. Illegal activities may be reported to the authorities.
7. Students should note that plagiarism is the taking of material created by others and presenting it as if it were one's own. It will not be acceptable to plagiarize material from the Internet.
8. Students should note that all communications and information accessible via the Internet should be assumed to be private property.
9. Students may not use the Internet for commercial purposes, product advertisement or political lobbying. Products or services may not be purchased or offered. The student and his/her parents will be responsible for any liabilities stemming from such unauthorized uses of the Internet.
10. Students may not use the Internet for illegal purposes or for the support of illegal activities.
11. Student use of the Internet must not serve to disrupt its use by other individuals or connecting networks.
12. Student passwords are confidential. All passwords shall be protected by the user and not shared or displayed. Individual users shall, at all times, be responsible for the proper use of accounts issued in their name.
13. Students who violate district policy or administrative procedures will be subject to suspension or termination of system/network privileges and will be subject to appropriate disciplinary action and/or prosecution

### **I. PARENTAL ACCESS TO POWERSCHOOL ACCEPTABLE USE POLICY**

Access to your child's grades and attendance through PowerSchool is being provided to you as another form of communication with teachers and administrators but more importantly, it is to help all of us in our efforts to support your child's education.

In addition to checking the *PowerSchool* website to monitor their child's academic progress, the following protocol should be followed when seeking clarification about your child's progress;

- Talk with your child.
- Have your child talk with his/her teacher.



- Check the teacher's grading policy. Do not try to calculate the average manually; the computer does it.
- Send one email or place a telephone call to the teacher(s).
- Request to meet with the teacher(s).
- Contact your child's guidance counselor.
- Contact an administrator.

**As a condition of using PowerSchool, I understand that I am agreeing to the following:**

1. Username and passwords are to be kept confidential.
2. Only one username and password will be issued per student.
3. It is your responsibility to determine which parent(s) or guardian(s) will be able to access records.
4. Sending an email directly to the teacher or setting up an appointment is the protocol required to address concerns about your child's grades. Also you may contact Principal Adam Federico by phone (978) 774- 8590 x3132 or email federico@danvers.org.
5. Even though you will be able to check grades 24 hours a day/7 days a week, teachers generally post their grades within 5-7 days of the date the assignment is due. Large projects frequently take much longer to grade fairly. Please be patient and do not call or email them to post assignments sooner.
6. If you notice a mistake with any of your child's grades, just send **one** email requesting the teacher to correct it.
7. If you forget your username and/or password, send in a written request to the school.
8. No usernames or passwords will be given out over the phone or via email. Each student will have only one unique login.
9. The school district does not provide support for your home/work computer system.

**Acceptable Use:**

1. It is important to remember that the school district is providing this access as a privilege, and if it is abused, it will be revoked at any time without notice.
2. We are not liable for any damages to your personal equipment incurred when connected to the PowerSchool System.
3. In consideration of using the Danvers Public School District network and having access to my child's grades and attendance, I hereby release the Danvers Public School District and its officers, employees, and agents from any claims and damages arising from my use or inability to use the system.
4. I am aware that, at times, the information in the PowerSchool System may be incorrect and I should notify the appropriate individual regarding corrections. We appreciate your patience and cooperation in this matter.

**J. SEX EDUCATION (PARENTAL NOTIFICATION)**

In accordance with General Laws Chapter 71, Section 32A, the Danvers School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involves human sexual education or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal

requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

#### **K. SEXUAL HARASSMENT POLICY**

The Danvers Public Schools is committed to providing faculty, staff and students with an environment in which they may pursue their careers and studies without being sexually harassed. All persons associated with the school system including, but not limited to, the school committee, the administration, the staff and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy.

#### **Definition of Sexual Harassment**

Sexual harassment is a form of discrimination and is illegal. Sexual harassment, as here defined, is a violation of Title VII of the 1964 Civil Rights Act and the Massachusetts General Laws, C.151, Section 4B. For the purposes of this policy, it is defined as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic work.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Massachusetts Fair Education Practices Law makes any form of sexual harassment in any program of study in any institution an unfair educational practice.

#### **Reporting**

In determining whether an alleged incident constitutes sexual harassment, the building principal will serve as the hearing officer vested with the authority and responsibility of processing all sexual harassment complaints (unless involved as a party) in accordance with the procedure outlined below:

#### **Level I: (Student and/or Parents)**

Any student of the district who believes that he/she has been subjected to sexual harassment is to report the alleged incident to the guidance counselor or designated advocate.

The guidance counselor/advocate will examine the totality of the circumstances and the context in which the alleged incident(s) occurred. The counselor/advocate will attempt to resolve the problem by conferring with both parties, including parents or guardian as appropriate, and the Title IX Coordinator in order to obtain a clear understanding of the facts. All matters involving sexual harassment complaints will remain confidential to the extent possible. If the advocate is

unable to resolve the situation or the decision is made to move the complaint forward, then the Title IX Coordinator and hearing officer (principal) will receive the complaint.

**Level II: (Student)**

If the advocate is unable to resolve the situation or the decision is made to move the complaint forward, then the Title IX Coordinator and hearing officer (principal) will receive the complaint.

**Level III: (Student)**

In the event that the resolution process does not satisfy a student and/or parents, they may file a complaint with the Superintendent of Schools within a reasonable amount of time, not to exceed thirty days. There will be two methods of resolution of complaints that reach this level:

1. The complaint may be settled through mediation or through a hearing.
2. If the mediation does not result in agreement, a request will be made for a formal hearing with the Superintendent. In the event the Superintendent is a party, the matter will be forwarded to the School Committee to convene a hearing consistent with these procedures.

Whenever a hearing is requested, the Superintendent must report the findings from the case to the School Committee.

**Hearing Before Superintendent**

The purpose of the Superintendent's hearing will be to determine whether the school system's policy on sexual harassment has been violated, and, if so, will recommend appropriate consequences for the violation. Both parties will be given a full and fair hearing. The proceeding, although formal, is not a court proceeding and the procedures and rules will not bind the Superintendent of evidence of a court of law. In most instances, complainants and respondents will be expected to speak for themselves, although, if desired, an advocate(s) may accompany each party.

The Superintendent will act as the presiding officer of the hearing and may have counsel present for purposes of assisting in the orderly conduct of the hearing. The complainant and the respondent will be asked to clarify the issues and to define the areas of disagreement. To encourage a fair and focused hearing, the parties will notify the Superintendent at the start of the proceedings about the points of agreement and disagreement.

The Superintendent will hear testimony and consider whether the school committee policy on sexual harassment has been violated, and if so, will recommend appropriate consequences.

The Superintendent will:

1. ensure an orderly presentation of all evidence,
2. ensure that the proceedings are accurately recorded by means of a tape or stenographer recording and,
3. see that a fair and impartial decision based on the issues and evidence presented at the hearing is issued by the school committee no later than ten working days after the conclusion of the hearing or, when written arguments are submitted, ten working days after their submission.

The proceedings before the Superintendent/School Committee will be as follows:

1. The Superintendent/School Committee will read the charge(s) and ask the respondent to either admit or challenge the allegations.
2. The complainant may present a brief opening statement, followed by the same from the respondent.
3. The Superintendent/School Committee will give each party a reasonable opportunity to present all relevant evidence.
4. Each party may make a concluding statement to the Superintendent/School Committee.

**Decision of the Hearing Officer/School Committee**

After all the evidence and testimony is presented, the Superintendent/School Committee will deliberate to determine whether the school system's policy on sexual harassment has been violated. If the Superintendent/School Committee finds that the policy has not been violated, that fact will be registered in the records of the hearing, and the written decision will be forwarded to the complainant and the respondent no later than fifteen working days after completion of the hearing.

If the Superintendent/School Committee finds that the school system's policy on sexual harassment has been violated, the hearing officer will prepare findings and will recommend a penalty for the respondent and relief for the complainant. The findings of fact as well as the recommended penalty and relief will be based solely on the testimony and evidence presented at the hearing.

#### **Consequences of Decision**

The consequences should reflect the severity of the harassment. They may include, but will not be limited to, any one or combination of the following:

- verbal admonition
- written warning, placed in the respondent's personnel file or student record
- probation
- suspension with/without pay, demotion/transfer to another role/building within the school system, removal from administrative duties within a building/department, dismissal
- suspension from school for students and possible expulsion, with additional hearing following a finding that the policy has been violated

The Superintendent may also make appropriate recommendations, such as professional counseling, and may recommend relief for the complainant, which reinstates and restores the aggrieved party as much as possible.

If appropriate, the Superintendent may recommend some form of community service or school service for students. Building principals will be encouraged to engage student groups in discussion of issues of sexual harassment and awareness thereof.

#### **L. STUDENT PLACEMENT POLICY**

The Danvers Public Schools recognize and value each child's uniqueness and its responsibility to ensure the success of each student. This responsibility includes student placement. The guidelines outlined below are designed to place students impartially. The schools will not consider requests for specific teachers. However, should the learning needs of a child necessitate explanation or clarification, a letter from the parent or guardian discussing such needs may be addressed to the Placement Committee. A response from the school to the parents will be provided in a timely and reasonable manner. Should parents or guardians disagree with the reasons offered for placement of their child, they can prepare a written request in which they must present their reason and evidence for reconsideration. This request will be reviewed by a body convened for such purposes at the direction of the Superintendent.

##### **Criteria for Placement:**

- Student Personal and Social Management
- Student Learning Style and Needs
- Teacher Teaching Style
- Student Non-Academic Issues (Health, Social, Behavioral)
- Classroom Diversity (Academic, Cultural, Gender)
- Class Size

The Placement Committee consists of the sending team of classroom teachers, the receiving team of classroom teachers and the following specialists: Basic Skills, Reading, Chapter 1, Speech/Language, Social Worker, Case Manager/Psychologist, and Principal. (SC adopted March 4, 1996.)

#### **M. DANVERS PUBLIC SCHOOLS CONCUSSION POLICY**

Danvers Public Schools is committed to ensuring the health and safety of our students. The following concussion policy utilizes the latest in medical research to prevent and treat head injuries. It is in compliance with MIAA policy and with the Commonwealth of Massachusetts General Laws Chapter 111: Head Injuries and Concussions in Extracurricular Athletic Activities.

The Director of Health, Physical Education and Athletics shall be the person responsible for the implementation of these policies and protocols.

As specified in the law, the Danvers Public Schools shall require annual training in the prevention and recognition of a sports-related and extracurricular activities head injury, including second impact syndrome, and keep documentation of said training on file for the following persons:

- Coaches
- Certified athletic trainers
- Volunteers
- School physicians
- School nurses
- Athletic Directors
- Extracurricular activities advisors
- Marching band directors
- Parents of a student who participates in an extracurricular athletic activity
- Students who participate in an extracurricular athletic activity

Coaches, trainers, and volunteers will be given instruction to teach form, techniques, and skills that minimize sports-related head injury.

Documentation of a student's history of head injuries, including concussions, is kept on file each athletic season with the completion of the Head Injury and Concussion form for each athlete.

Documentation of an annual physical examination of students participating in extracurricular athletic activities consistent with 105 CMR 200.000 is kept in the student's health record, which is on file in the Danvers High School Athletic office.

The pre-participation information required on the Department of Public Health form concerning head injuries and concussions is included in Danvers High School's parental consent form required of each student and kept on file in the athletic office.

The Danvers Public Schools Concussion Policy shall be published in the Danvers High School handbook, the Holten Richmond Middle School handbook for parents and students and in the Danvers High School Student Athlete Guide.

#### **Evaluation Guidelines**

- Any time a concussion is suspected during practices or games, the student-athlete will be removed from participation and will not be allowed to return the same day.
- Parents will be notified so the parent may take the student to a medical provider for appropriate medical evaluation and treatment. All head injuries and suspected concussions will be reported to the school nurse, coach and the certified athletic trainer on staff.
- Evaluation and clearance by the athletic trainer and or the family's medical provider will be required.
- The athlete will not return to play without the note from the medical provider and only after completion of the Return to Play Protocol followed by the athletic trainer.
- The Return to Play Protocol is a step wide progression consistent with the Consensus Statement from the 3<sup>rd</sup> International Conference on Concussion in Sport, November 2008.
- The school nurse and/or the athletic trainer will notify the academic teachers of the affected student athletes and provide a form with guidelines for concussion accommodation plans.

- Parents at no time may override the doctor or trainers decision relative to when an athlete may return to play.

All coaches, volunteers, trainers, etc. who are involved with Danvers High School extracurricular activities are responsible to follow the procedures and protocols associated with this policy. Failure to do so will result in penalties including; but not limited to, personal sanctions.

School Committee adopted March 12, 2012.

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